

# Marin County Community Development Agency

Alex Hinds, Director

## SIGN PERMIT/REVIEW FACT SHEET

### DEFINITION

A sign permit or sign review consists of ministerial or discretionary review and approval for the erection, placement, maintenance, alteration or location of any non-exempt sign. Certain temporary or governmental signs which identify a home occupation or a dwelling identification may be exempt from review if they conform to the limits set forth in the Zoning Ordinance for those types of signs. Check with the planner at the Zoning Counter to determine whether your sign is exempt. All non-exempt sign applications will be processed as one of the following:

1. Sign Permit - allows for ministerial review, without noticing surrounding property owners, for signs which identify apartment buildings, institutions and commercial enterprises providing they conform to the limits set forth in the Zoning Ordinance for those types of signs.
2. Sign Review - provides for discretionary review and noticing of all surrounding property owners for oversized or freestanding signs, signs which use changeable copy or interior lighting, or any sign which is not subject to approval through the sign permit process.

### TIME FRAME FOR PROCESSING

Generally, action is taken on a sign permit/review application within one to three weeks from the date when the application is deemed complete. A sign permit requires less time than sign review.

### APPLICATION PROCESS

- STEP 1** PRE - APPLICATION RESEARCH/REVIEW - call or visit the Zoning Counter to find out if your sign is exempt (or prohibited) or if it requires sign permit or review. You should know the number of signs, dimensions, height and any other specifics about the signs(s) in order for the planner to assist you.
- STEP 2** SUBMIT APPLICATION AT ZONING COUNTER - The submittal requirements for a sign permit review are listed later in this fact sheet. Please check with the counter planner if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.
- STEP 3** STAFF APPLICATION PROCESSING - A planner will be assigned to process your application. He/she will review your submittal for completeness and will notify you if your application is incomplete and what items must be submitted before processing can begin.
- STEP 4** PUBLIC NOTICE - Once it has been determined that a complete application has been submitted, a notice of public hearing will be sent to the owners of all properties within 300 feet of the exterior limits of the affected property stating the date a decision will be reached by the Planning Director (PD). An application for a sign permit does not require public noticing.
- STEP 5** ACTION - The PD may approve, conditionally approve, or deny a sign permit/review application. The action of the PD shall be in writing; a copy will be sent to you as the applicant.

(Continued)

## **APPLICATION PROCESS (continued)**

If the PD finds that significant policy questions are at issue or that substantial controversy has been generated by the application, or the application has been submitted concurrently with another zoning/development permit application which requires a public hearing, then the PD may require a hearing before the Planning Commission.

**STEP 6 APPEAL** - the actions of the PD or the Planning Commission are final unless an appeal in writing is received by the Planning Department within five (5) working days from the date of action. The Planning Commission will act on the appeal to sustain, modify, or overrule the previous action. Action taken by the Planning Commission may be appealed to the Board of Supervisors. Check at the zoning counter regarding applicable fees and other details of the appeal process.

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## **FOR FURTHER INFORMATION**

- Visit the Marin County Planning Department Zoning Counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4 p.m., or call (415) 499-6269.
- See Marin County Zoning Ordinance, Chapter 22.86

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## **SIGN PERMIT/REVIEW SUBMITTAL REQUIREMENTS**

1. A complete Zoning /Development Application.
2. A completed Sign Permit/Review Supplemental Application.
3. For a Sign Permit Application, copy of a drawing or set of plans (4 sets for a Sign Review Application plus a reduced set (11" x 17")), drawn to scale, which shows all existing and proposed signs. Photographs may be used to show existing signs. Indicate the number, dimensions, height above grade, sign copy, height or lettering, any lighting, location, and any other pertinent information of all signs. Note any signs that will be altered or moved.
4. For a Sign Permit Application, site plan, drawn to scale, containing the following (4 sets for a Sign Review Application plus a reduced set (11" x 17")):
  - Name, address and phone number of the property owner, applicant, architect and/or agent working on behalf of the applicant;
  - North arrow (north should be at the top of the page) and scale;
  - Date; revised copies should be clearly indicated with a new date and marked "revised"; and
  - All lot and building dimensions and locations of all existing and proposed signs indicated.
5. Such additional information as required by the Planning Director.
6. Filing fee (See Fee Schedule).